



# City of Tombstone

P.O. Box 339 \* 613 E. Allen Street

Tombstone, Arizona 85638

Phone (520) 457-2202    TTY: 1-800-367-8939    Fax (520) 457-3516

E-mail: [cityhall@cityoftombstone.com](mailto:cityhall@cityoftombstone.com)

## REQUEST FOR PROPOSAL

### **Backflow Preventer Installation**

### **RFP #01-16**

Requested March 21, 2016

Please deliver all submittal materials no later than  
2:00 PM on Friday, April 8, 2016  
to the address below:

City of Tombstone  
Attention: City Clerk  
613 E. Allen Street  
PO Box 339  
Tombstone, AZ 85638

# BACKFLOW PREVENTER INSTALLATION

## RFP #01-16

### CITY OF TOMBSTONE, ARIZONA

#### 1. INTRODUCTION

The City of Tombstone (City) is actively seeking proposals from qualified bidders, hereinafter referred to as the Contractor, to provide backflow preventer installations at seventeen (17) City buildings. Services provided to the City of Tombstone Public Works Department will be in full accordance with the specifications, terms, and conditions contained in this Request for Proposal (RFP).

#### 2. SCOPE OF SERVICES

A preliminary scope of services is provided below. Installation work is expected to begin upon successful Contractor selection. The contract may be amended at a later date to include additional related services if deemed necessary by the City.

The contractor shall provide all devices, valves, unions, materials and labor for installation and certification of seventeen (17) backflow prevention devices at the following locations:

<b>City of Tombstone</b>		<b>Department of Public Works</b>		
<b>Backflow Prevention Program Monitoring</b>				
<b>City Buildings</b>				
<b>Customer Name:</b>	<b>Service Address:</b>	<b>Remarks:</b>	<b>Mtr:</b>	<b>Installation Location:</b>
Boothill Cemetery Gift Shop	408 N HIGHWAY 80		5/8"	North of Water Meter
City Hall - City of Tombstone	315 E FREMONT ST	<b>Basement</b>	5/8"	Move Water Meter North
City Park, City of Tombstone	306 E ALLEN ST	<b>Recess</b>	5/8"	Move Meter to Easement
Old Magistrate Court	311 E FREMONT ST	<b>Recess</b>	5/8"	Behind Water Meter
Schieffelin Hall	402 E FREMONT ST		5/8"	North of Water Meter
Senior Center, OFH	507 E TOUGHNUT ST		5/8"	Behind Water Meter
Sierra Vista Regional Health Clinic	7 N SAN DIEGO ST		5/8"	North of Water Meter
Tombstone Chamber of Commerce	109 S 4TH ST	<b>Recess</b>	5/8"	Behind Water Meters
Tombstone Courthouse	223 E TOUGHNUT ST		1"	Between Water Meter & Wall
Tombstone Fire Department	5 N SAN DIEGO ST		5/8"	East South East of Water Meter
Tombstone Library	210 S 4TH ST		5/8"	West of Water Meter
TS Community Food Bank	15 N SAN DIEGO ST		5/8"	Completed
T.S.A.S.	1040 S LANDIN PARK WAY		5/8"	West of Water Meter
Visitor's & Information Center	395 E ALLEN ST	<b>Recess</b>	5/8"	Behind Water Meter
New City Hall	613 E ALLEN ST		5/8"	South between spicit & sink
Department of Public Works	611 E ALLEN ST		5/8"	South between spicit & sink
Public Restrooms	609 E ALLEN ST		5/8"	Between Water Meter & Bldg.

Recess = Installed in vault.

All work shall meet the requirements of the International Plumbing Code, EPA Cross Connection Manual and ADEQ. Work is generally completed in public space, in vehicular traffic areas and around multiple existing utilities and will require BLUE STAKE coordination.

- A. Contractor shall indicate estimated time of completion for all of the installations
- B. Contractor is responsible for contacting BLUE STAKE to mark any nearby underground utilities before commencing work
- C. Contractor shall provide all equipment, tools and materials
- D. Contractor will furnish, install, certify and place in satisfactory operating condition a WATTS Reduced Pressure Backflow Prevention Device (RPBPD)
- E. Contractor shall notify the City of all discrepancies related to the work including issues with existing meters and valves
- F. Contractor to allow the City of Tombstone to inspect backflow devices while all underground piping is still exposed
- G. Contractor required to have all devices tested by a certified backflow device testing entity after work is completed, and written results of this test must be provided to the City of Tombstone Public Works Department
- H. Contractor shall provide 1 year workmanship and materials warranty
- I. Contractor shall meet the City of Tombstone insurance and indemnification requirements
- J. The City of Tombstone reserves the right to accept any or all proposals, or reject all proposals

### **3. INFORMATION**

Complete the RFP “**ACKNOWLEDGEMENT OF RECEIPT – ATTACHMENT A**”

Any questions regarding this RFP should be made no later than Monday March 28, 2016 in writing to: Alex Gradillas, Public Works Director E-mail: [PublicWorks@cityoftombstone.com](mailto:PublicWorks@cityoftombstone.com) or Fax: 520-457-3516.

If required, a written addendum will be issued.

### **4. PROPOSAL REQUIREMENTS**

Each proposal must include the following information:

#### **A. COVER LETTER**

Briefly state the Proposer's understanding of the services to be rendered, and make a positive commitment to perform according to the requirements noted in this RFP. A representative who is authorized to contractually bind the Contractor shall sign the cover letter.

**B. REFERENCES**

Provide at least three (3) references from similar work that has been performed by the firm. Include contact person's name, organization, phone number and email address.

**C. ITEMIZED COST BREAKDOWN**

Provide a detailed description of the materials, labor and total cost for the services requested including all applicable fees, taxes and delivery charges.

**5. SUBMITTAL AND EVALUATION OF PROPOSALS**

- A. **REQUIRED PROPOSALS:** Five (5) hard copies of each component of the submittal shall be delivered in a sealed envelope to the City of Tombstone, PO Box 339, Tombstone, AZ 85638 by 2:00 PM on April 8, 2016. All envelopes and materials should be clearly marked "**BID - RFP #01-16 – BACKFLOW PREVENTER INSTALLATION**". Any proposals received after the due date will not be considered. The proposals will be publicly opened on April 8, 2016 at 2:05 PM at City of Tombstone, City Hall 613 E. Allen Street, Tombstone, AZ 85638.
- B. **RFP FORMAT:** All RFP material must be legible on standard 8 ½ x 11 papers. The RFP must be limited in format and length to fourteen (14) pages maximum count. All foldout sheets, up to a maximum of 11"x17" (2) sheets will be counted as two (2) pages and shall be labeled as such. A certificate of insurance as outlined in General Conditions Item B shall be included.

Material excluded from the fourteen (14) pages maximum count include and shall be limited to:

Front Cover (blank on back side)  
Submittal Cover Letter (one page maximum)  
Table of Contents (one page maximum)  
Divider Pages (blank except for title information)  
Certificate(s) of Insurance  
Back Cover (blank on one side)

Proposing firms must indicate receipt of all addenda to this RFP, if any.

- C. **EVALUATION CRITERIA:** Proposals will be reviewed by the City's evaluation committee based on the overall responsiveness to the criteria set forth in Item 5 and on the lowest total costs of deliverable services and materials.
- D. **SELECTION:** The successful firm will be selected based on the overall responsiveness to the criteria set forth in Item 5 and on the lowest total costs of deliverable services and materials. Final selection will be determined by approval of the Mayor and Council. The City of Tombstone reserves the right to accept any or all proposals, or reject all proposals.

**Calendar of Events:**

<b>RFP Posted:</b>	March 21, 2016
<b>Deadline to Submit Questions:</b>	March 28, 2016
<b>Responses to Questions:</b>	March 30, 2016
<b>Submission of RFP:</b>	April 8, 2016 by 2:00 PM

**6. GENERAL CONDITIONS**

- A. **CONFLICT OF INTEREST:** The successful firm shall disclose any potential conflicts of interest it may have with the City of Tombstone, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the RFP submission.
- B. **INSURANCE AND INDEMNIFICATION:** The selected firm must maintain professional, general, automobile and employee liability insurance in addition to workers' compensation insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and name the City of Tombstone as an additional insured. Additionally, the selected firm must state in its RFP that it shall indemnify and hold harmless the City of Tombstone from any claims arising out of any work or services provided by the firm including, but not limited to, claims by any federal, state or county agency that there is, or may be, a violation of a law or regulation.
- C. **DATA COMPILATION:** The selected firm shall take all steps necessary to safeguard any data, files, reports, surveys, drawings or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence. The selected firm shall retain all

data, files, reports, drawings or other information and shall provide a copy the same to the Clerk of the City of Tombstone within 60 days of the date such data, file, report, survey, drawing or other information is created.

- D. **FEDERAL AND STATE LAWS:** The selected firm shall include in its RFP that is shall be solely responsible for obtaining all permits and complying with all other federal or state laws, regulations or requirements governing a municipalities' water system.
  
- E. **CANCELLATION:** City Code Section 1-18-4F states "The purchasing agent under subsections 1-18-2A, B, C and D of this chapter and the mayor and council under subsection 1-18-2E of this chapter shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids. (Ord. 3-1989, 4-17-1989)"

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Total Project Cost: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Bidder: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished are included in this RFP and all information provided is true and correct.

End.....

**ATTACHMENT A**

**ACKNOWLEDGEMENT OF RECEIPT OF RFP  
BACKFLOW PREVENTER INSTALLATION  
RFP #01-16  
ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the Title Page (Page 1 of 7), and ending with Attachment A (Page 7 of 7).

This Acknowledgement of Receipt should be signed and returned to the Public Works Director no later than 5:00 PM on March 28, 2016. Only Vendors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Vendor written questions and the CITIES written responses to those questions, as well as RFP amendments, if any are issued.

COMPANY NAME: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal and be used when distributing the written responses to questions and any RFP amendments. Written responses to questions and any RFP amendments will also be available on the CITY website at [www.cityoftombstone.com](http://www.cityoftombstone.com). Return this form to the Public Works Director:

Alex Gradillas, Public Works Director, PO Box 339 Tombstone, AZ 85638  
Fax: 520-457-3516 E-mail: [PublicWorks@cityoftombstone.com](mailto:PublicWorks@cityoftombstone.com)